



DEPARTMENT OF THE ARMY

Headquarters, 1st Armored Division

Unit 24309

APO AE 09096

AETV-THZ

07 MAR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 1st Armored Division Leave Guidance

1. References:


- a. AR 600-8-10, Personnel Absences, Leaves and Passes, (July 1994).
- b. UR 630-5, Personnel Absences, Leaves and Passes (May 1991).

2. Effective the date of this memorandum and until superseded, the following guidance is provided:

- a. **Ordinary Leave.** Ordinary leave will not be granted for CONUS destinations, for destinations outside Europe, nor for destinations in Europe under circumstances precluding return to duty station within 12 hours of recall. Exceptions to this guidance for special situations, such as urgent matters that do not meet the strict criteria for emergency leave, must be granted by Brigade Commanders or the ADC-S for the Separate Battalions.
- b. **Recall of Leave.** Per references 1a and 1b, Brigade Commanders (ADC-S for Separate Battalions) can authorize subordinate commanders to recall soldiers from leave for reasons of military necessity. Supervisors will ensure that arrangements for return-to-duty from leave destinations are feasible prior to approving leave.
- c. **Block Leave.** Units will continue to plan block leave. Final implementation approval will be based upon mission requirements. Leave must meet ordinary leave guidance consistent with para. 2a above.
- d. **Permissive Temporary Duty (PTDY) for Family Care Plan Execution.** Consistent with reference 1a, para. 5-3 1a, commanders in the grade of LTC and above may grant soldiers up to 5 days of permissive TDY to enable execution of family care plans. Sole purpose of this TDY is to transport children to a designated long-term care provider. Permissive TDY is at the soldiers' own expense.
- e. **Emergency Leave.** Commanders may authorize emergency leave IAW reference 1a.

3. POC for leave, pass, and permissive TDY issues is Division G1, SGM Faust 337-4830/29.

IRON SOLDIERS! DIGNITY AND RESPECT!


RICARDO S. SANCHEZ
Major General, USA
Commanding

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